

**INSTRUCTION SHEET
(For Court Users)**

Form MC-410

**REQUEST FOR ACCOMMODATIONS BY PERSONS WITH DISABILITIES
AND RESPONSE**

Per California Rules of Court (C.R.C.) 1.100

KEEP THIS INSTRUCTION SHEET FOR REFERENCE

1. Please complete the attached form to request assistance during your visit to the Court. If you need help with the form, please ask Court staff or call the ADA Coordinator or designee at (559)733-6561 Ext. 362 or Ext. 288.

NOTE: Please provide your phone number and fax number (if available) in the applicant section of the "Request for Accommodations" form to allow staff to contact you if there are any questions.

2. Submit the completed form to staff in the Courtroom, at any public counter, or mail it to the address below. You should give the Court as much notice as possible, generally and preferably at least five days, to allow time for the Court to respond to your requested need for accommodation. Allow extra time if your request is mailed.

**Superior Court of California, County of Tulare
Attention: ADA Coordinator
221 S. Mooney Boulevard, Rm. 104
Visalia, CA 93291**

If you are running short of time, your request may be faxed to the ADA Coordinator at (559)730-2772.

3. If you are unsure about the status of your request, please call the ADA Coordinator or designee at the phone numbers listed above.
4. If your request is denied, you may seek review of the denial as provided in California Rules of Court, Rule 1.100 (g).

